

How to Make a Tax Payment

Step 1: Open the Public Portal in any internet browser.

- Read through the **Terms & Conditions** and click the blue **Accept and Sign In** button under **Guest Sign In**.

Step 2: Search for your property or tax bill using any of the following methods

- **Note:** *Entering less is more when searching*
 1. Parcel # / Property #
 2. Owner (Last and First Name)
 3. Address (House # and Street Name)

Step 3: Review your Search Results and Add to the Cart.

- **Please Note:** *The maximum is currently 15 parcels per transaction. If you want to pay for more than 15 parcels in a transaction, please contact the Rusk County Treasurer's Office at [\(715\) 532-2105](tel:7155322105).*

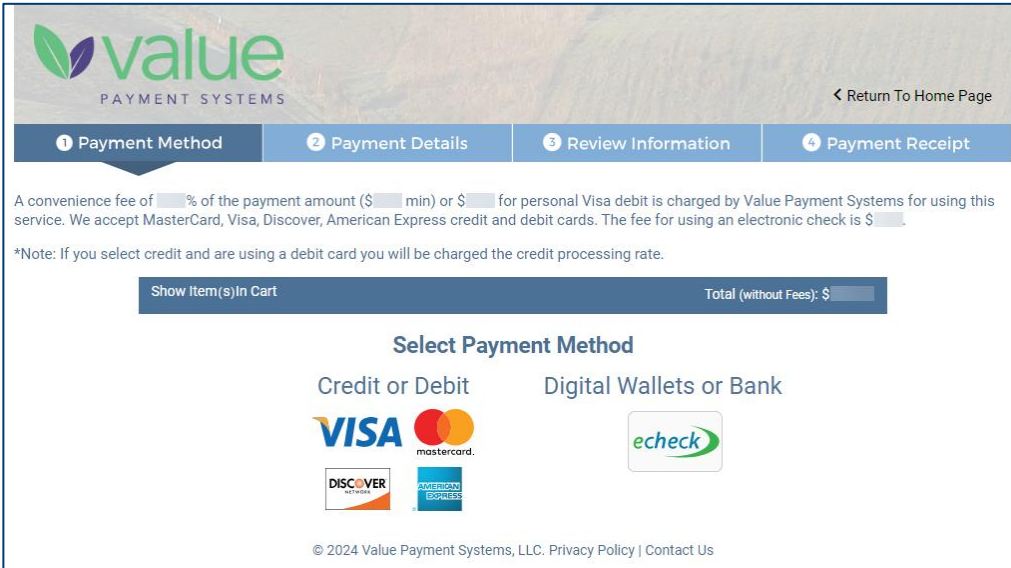
Step 4: Click 'View Cart'.


Step 5: Click 'Checkout'.

- Review your items and payment amount for the tax items.
- The Payment Total window will display the total amount of your payment for the entire transaction.
- Click "Checkout" to begin the checkout process.

Step 6: Follow the on-screen prompts to complete Checkout.

- Checkout will take you to VPS site to enter payment information and process – click on your desired payment method to proceed and enter your payment details.



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1 Payment Method 2 Payment Details 3 Review Information 4 Payment Receipt




A convenience fee of % of the payment amount (\$ min) or \$ for personal Visa debit is charged by Value Payment Systems for using this service. We accept MasterCard, Visa, Discover, American Express credit and debit cards. The fee for using an electronic check is \$.



*Note: If you select credit and are using a debit card you will be charged the credit processing rate.

Show Item(s) In Cart Total (without Fees): \$

Select Payment Method

Credit or Debit Digital Wallets or Bank

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— End of Instructions —